

# How to Link a Google Document

(Example: linking my reflective statement into my pre/post form)

1. **Open** the document you want to link (reflective statement)

Zeenaath Q. 2023-24 Reflective Statement-WS

File Edit View Insert Format Tools Extensions Help

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2023-2024 Reflective Statement

Name: Zeenaath Qureshi Date: 5/29/24

1. What was the Professional Growth Plan (PGP goal) that you focused on this past school year?

My PGP this year was to familiarize myself with and incorporate cognitive coaching strategies.

2. **Open** the document you want it linked into (pre/post form)

Zeenaath Qureshi Fall 2024-25 TOSA Pre/Post Observation Form

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\*Domain 4 Professionalism - Domain 4 Artifact Guide

Please link the following required artifacts for each component below:

|                                                                                  |                                                                                                      |                                                                                                       |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 4a: Reflecting on Practice                                                       | 4b: Preparing and Submitting Budgets and Reports                                                     | 4c: Coordinating Work with other Instructional Specialists                                            |
| <ul style="list-style-type: none"><li>PGP</li><li>Reflective Statement</li></ul> | <ul style="list-style-type: none"><li>Organizational System</li><li>Data/Reports/Budgeting</li></ul> | <ul style="list-style-type: none"><li>Contact Log</li><li>Schoolology/Webpage Communication</li></ul> |
| 4d: Participating in the Professional Community                                  | 4e: Engaging in Professional Development                                                             | 4f: Showing Professionalism, Including Integrity and Confidentiality                                  |

3. On the document you want to link (reflective statement), click on **Share**

Zeenaath Q. 2023-24 Reflective Statement-WS

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2023-2024 Reflective Statement

Qureshi Date: 5/29/24

Professional Growth Plan (PGP goal) that you focused on this past

4. Then click on **Copy Link**

Zeenaath Q. 2023-24 Reflective Statement-WS

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2023-2024 Reflective Statement

Qureshi Date: 5/29/24

Professional Growth Plan (PGP goal) that you focused on this past

5. On the document you want it linked into (pre/post form), **Highlight** where you want to put the link

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\*Domain 4 Professionalism - Domain 4 Artifact Guide

Please link the following required artifacts for each component below:

|                                                                                  |                                                                                                      |                                                                                                       |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 4a: Reflecting on Practice                                                       | 4b: Preparing and Submitting Budgets and Reports                                                     | 4c: Coordinating Work with other Instructional Specialists                                            |
| <ul style="list-style-type: none"><li>PGP</li><li>Reflective Statement</li></ul> | <ul style="list-style-type: none"><li>Organizational System</li><li>Data/Reports/Budgeting</li></ul> | <ul style="list-style-type: none"><li>Contact Log</li><li>Schoolology/Webpage Communication</li></ul> |
| 4d: Participating in the Professional Community                                  | 4e: Engaging in Professional Development                                                             | 4f: Showing Professionalism, Including Integrity and Confidentiality                                  |

6. **Right click** on the highlighted part and click **Paste**.

Once you paste, then hit **Tab**

| *Domain 4 Professionalism - Domain 4 Artifact Guide                                                                                                                                                                                             |                                                                                                      |                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Please link the following required artifacts for each component below:                                                                                                                                                                          |                                                                                                      |                                                                                                     |
| 4a: Reflecting on Practice                                                                                                                                                                                                                      | 4b: Preparing and Submitting Budgets and Reports                                                     | 4c: Coordinating Work with other Instructional Specialists                                          |
| <ul style="list-style-type: none"><li>PGP</li><li><a href="https://docs.google.com/document/d/19hmbDz4Exd0bMgzKVxczawwK_mkpQu.../edit?tab=t.0">https://docs.google.com/document/d/19hmbDz4Exd0bMgzKVxczawwK_mkpQu.../edit?tab=t.0</a></li></ul> | <ul style="list-style-type: none"><li>Organizational System</li><li>Data/Reports/Budgeting</li></ul> | <ul style="list-style-type: none"><li>Contact Log</li><li>Schoology/Webpage Communication</li></ul> |
| 4d: Participating in the Professional Community                                                                                                                                                                                                 | 4e: Engaging in Professional Development                                                             | 4f: Showing Professionalism, Including Integrity and Confidentiality                                |

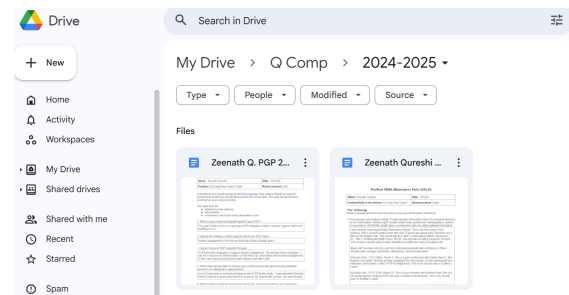
7. Your document (reflective statement) will be linked in (pre/post form)

| *Domain 4 Professionalism - Domain 4 Artifact Guide                                                          |                                                                                                      |                                                                                                     |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Please link the following required artifacts for each component below:                                       |                                                                                                      |                                                                                                     |
| 4a: Reflecting on Practice                                                                                   | 4b: Preparing and Submitting Budgets and Reports                                                     | 4c: Coordinating Work with other Instructional Specialists                                          |
| <ul style="list-style-type: none"><li>PGP</li><li><a href="#">Zeemath Q. 2023-24 Reflective...</a></li></ul> | <ul style="list-style-type: none"><li>Organizational System</li><li>Data/Reports/Budgeting</li></ul> | <ul style="list-style-type: none"><li>Contact Log</li><li>Schoology/Webpage Communication</li></ul> |
| 4d: Participating in the Professional Community                                                              | 4e: Engaging in Professional Development                                                             | 4f: Showing Professionalism, Including Integrity and Confidentiality                                |

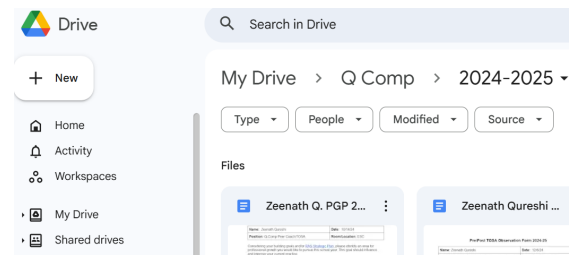
## How to Link from Downloads

(Example: linking the strategic plan visual into my pre/post form)

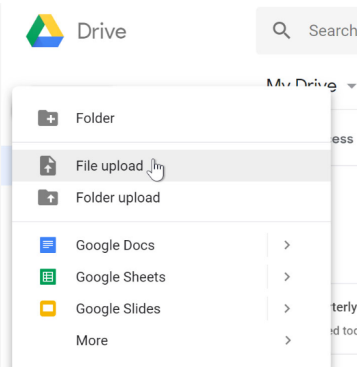
1. Once your item has been downloaded (strategic plan), **Open** your Q-Comp Folder in your drive



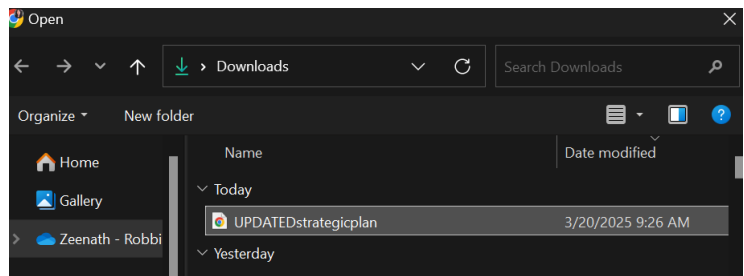
2. Click on **+ New**



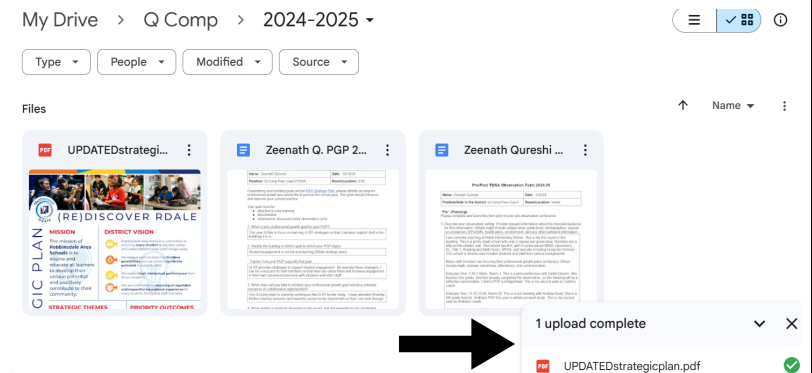
3. Click on **File Upload**



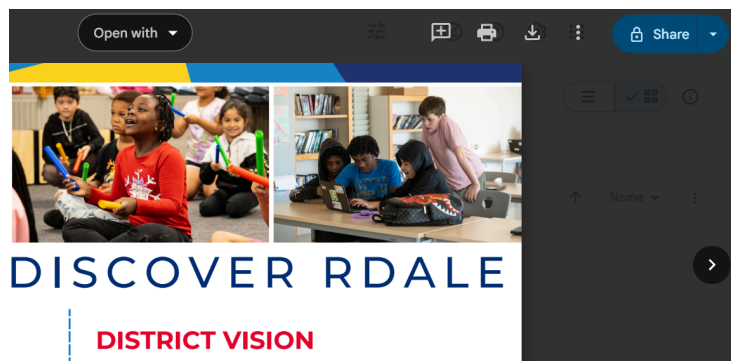
4. **Double click** on the item you want (strategic plan)



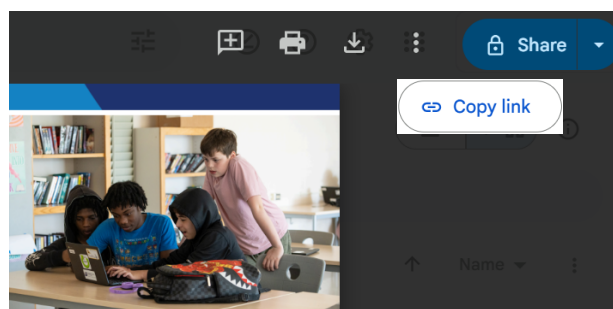
5. You will see that it has been uploaded to your folder



6. Double click to **Open** the upload (strategic plan) and click on **Share**



7. Then click on **Copy Link**



8. **Open** the document you want it linked into (pre/post form)

Zeemath Qureshi Fall 2024-25 TOSA Pre/Post Observation Form

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TOSA Observation Rubric

\*Domain 1 Planning - Domain 1 Artifact Guide

Please link two required artifacts for each component below:

|                                                                                              |                                                                                                            |                                                                                                                  |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1a: Demonstrating Knowledge of Current Trends in Specialty Area and Professional Development | 1b: Demonstrating Knowledge of the School's Program and Levels of Teacher Skill in Delivering that Program | 1c: Establishing Goals for the Instructional Support Program Appropriate to the Setting and the Teachers Served. |
| • Artifact 1<br>• Artifact 2                                                                 | • Artifact 1<br>• Artifact 2                                                                               | • Artifact 1<br>• Artifact 2                                                                                     |
| 1d: Demonstrating Knowledge of Resources, both within and beyond the School and District.    | 1e: Planning the Instructional Support Program, Integrated with the Overall School Program                 | 1f: Developing a Plan to Evaluate the Instructional Support Program                                              |

9. **Highlight** where you want to put the link

Qureshi Fall 2024-25 TOSA Pre/Post Observation Form

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| • Artifact 1<br>• Artifact 2                                                                 | • Artifact 1<br>• Artifact 2                                                                               | • Artifact 1<br>• Artifact 2                                                                                     |

10. **Right click** on the highlighted part and click **Paste**.

Once you paste, then hit **Tab** on your keyboard

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TOSA Observation Rubric

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| • Artifact 1<br>• Artifact 2                                                                 | • Artifact 1<br>• Artifact 2                                                                               | • <a href="https://drive.google.com/...">https://drive.google.com/...</a><br>• Artifact 2                        |

11. Your item (strategic plan) will be linked in (pre/post form)

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TOSA Observation Rubric

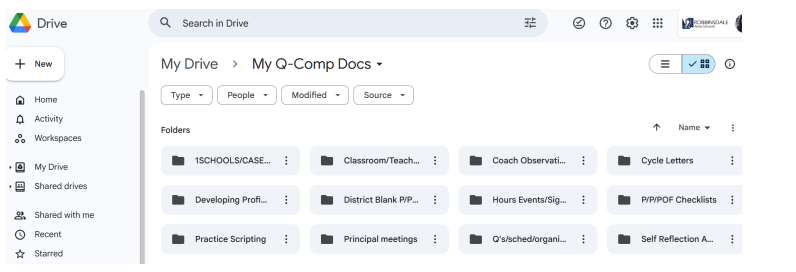
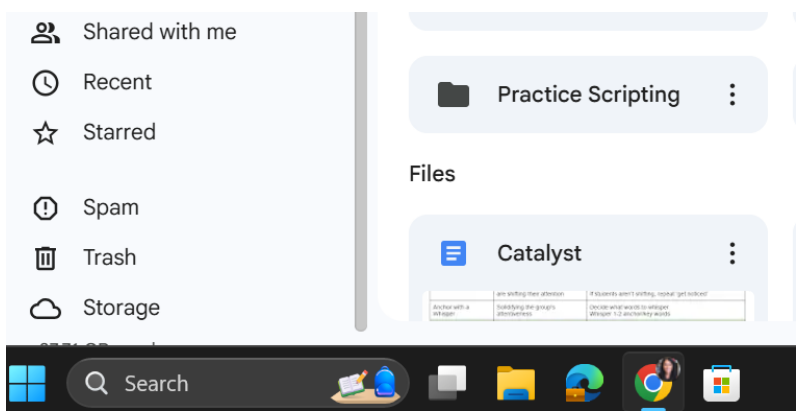
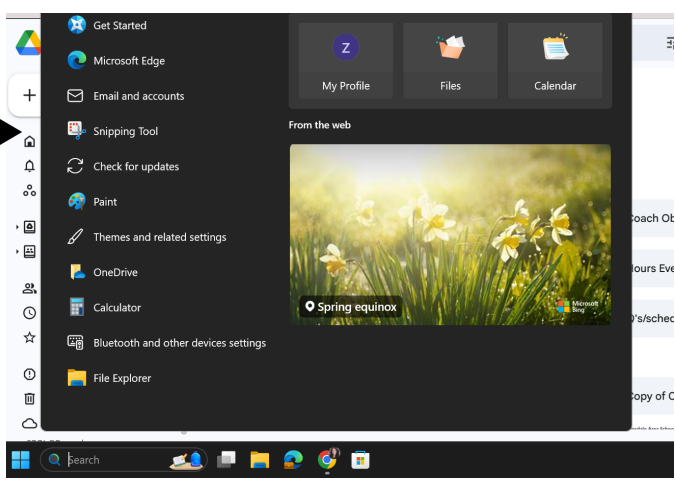
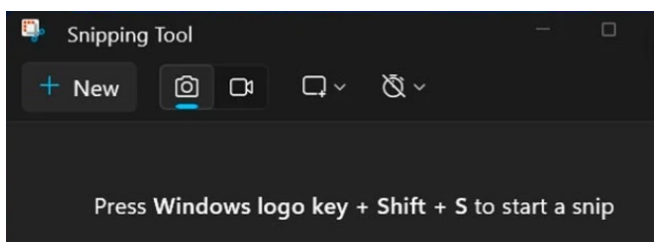
\*Domain 1 Planning - Domain 1 Artifact Guide

Please link two required artifacts for each component below:

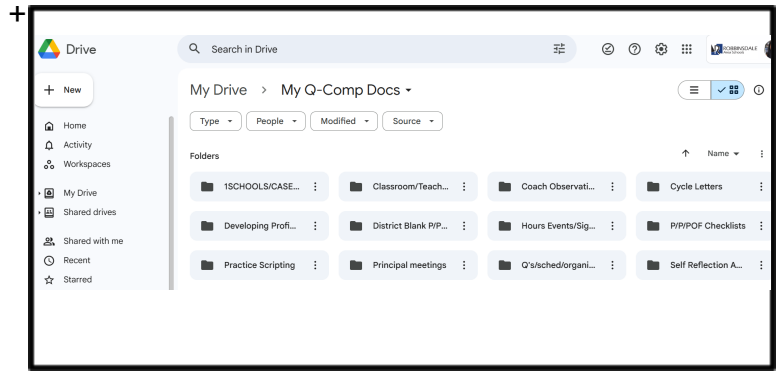
|                                                                                              |                                                                                                            |                                                                                                                  |
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| • Artifact 1<br>• Artifact 2                                                                 | • Artifact 1<br>• Artifact 2                                                                               | • <a href="https://drive.google.com/...">UPDATEDstrategicplan.pdf</a><br>• Artifact 2                            |

## How to use the Snipping Tool and Link a Picture/Document

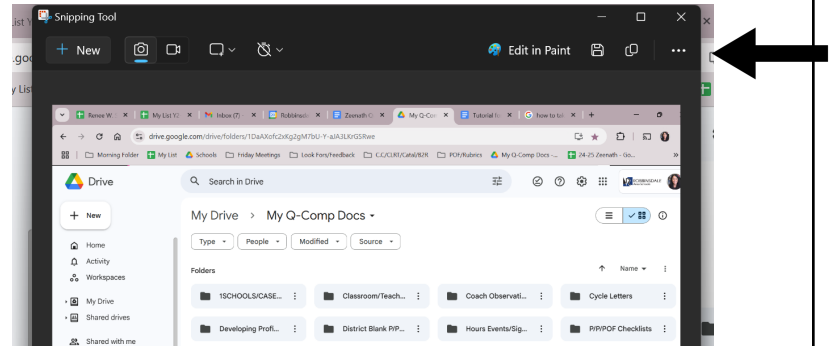
(Example: linking my organizational system into my pre/post form)

|                                                                            |                                                                                      |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>1. <b>Open</b> the item you want linked (organizational system)</p>     |    |
| <p>2. Click in the <b>Search Bar</b> on the bottom left of your screen</p> |   |
| <p>3. Click on <b>Snipping Tool</b></p>                                    |  |
| <p>4. Click on <b>+ New</b></p>                                            |  |

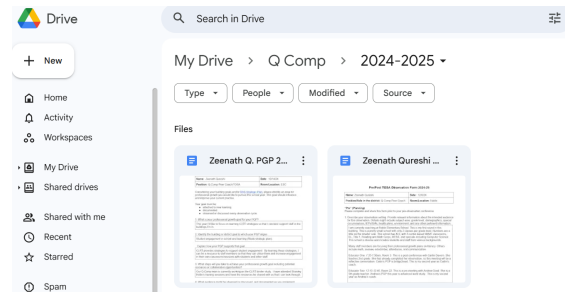
5. Click and drag the tool to cover the area you want



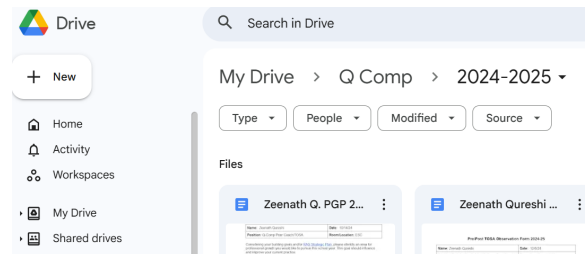
6. Click on the **Copy** Icon



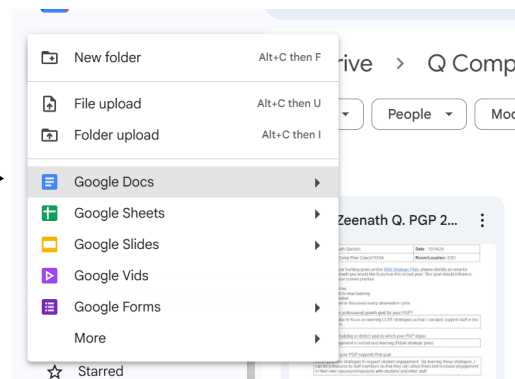
7. **Open** your Q-Comp Folder in your drive



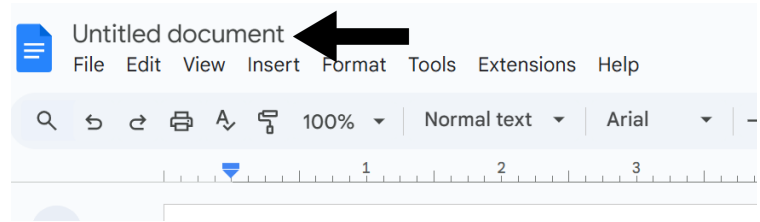
8. Click on **+ New**



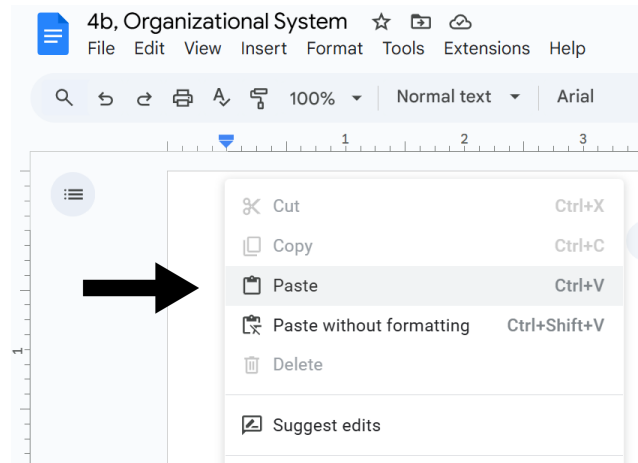
9. Click on **Google Docs**



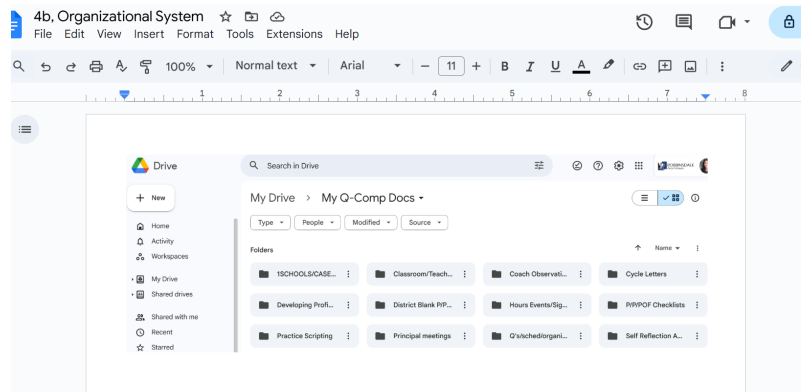
10. Label your new document  
(example: 4b, organizational  
system)



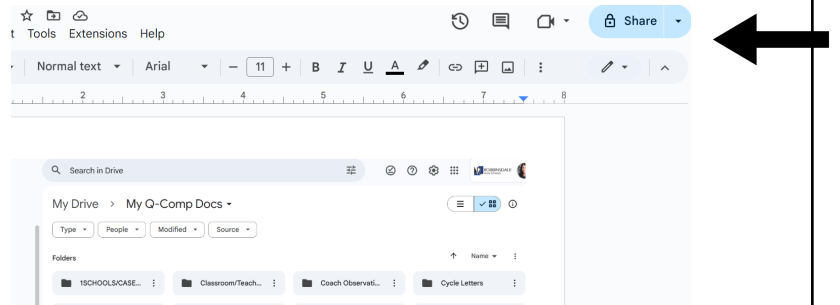
11. Right click and **paste**



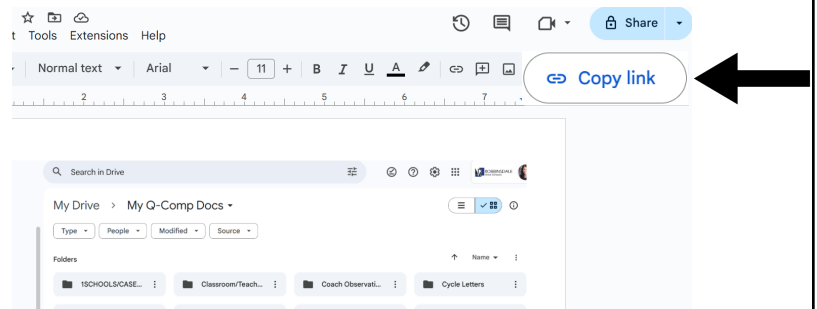
12. It will look like this



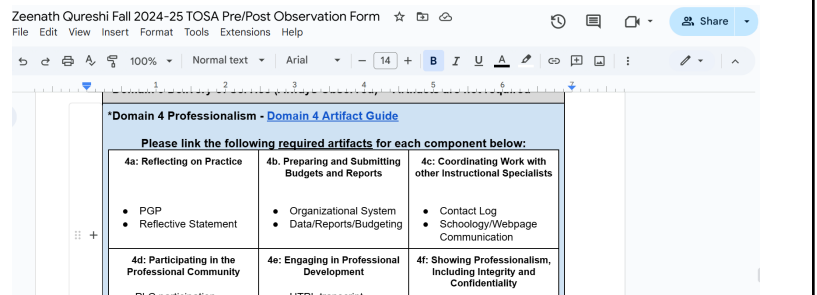
13. Click on **Share**



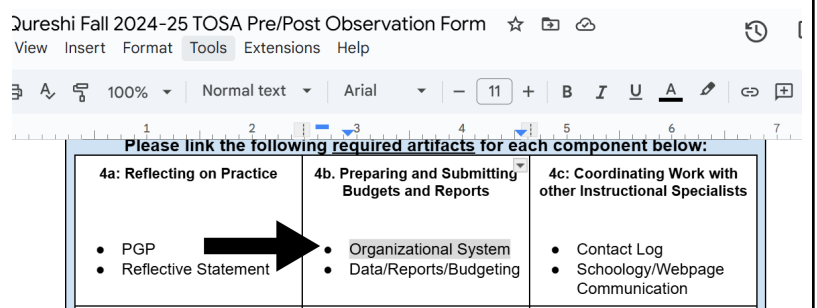
14. Click on **Copy Link**



15. **Open** the document you want it linked into (pre/post form)

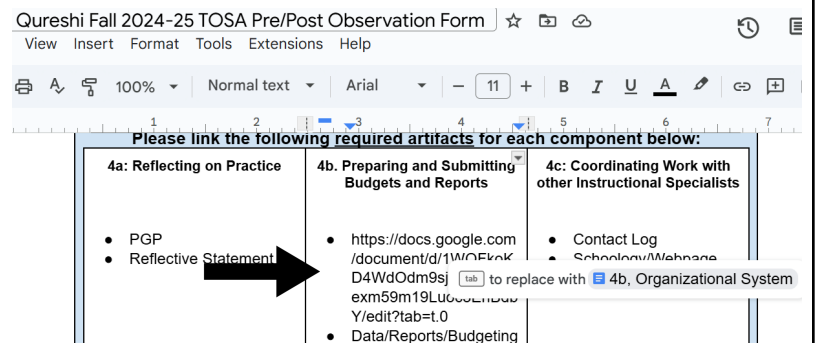


16. **Highlight** where you want to put the link



17. **Right click** on the highlighted part and click **Paste**.

Once you paste, then hit **Tab** on your keyboard



18. Your item (organizational systems) will be linked in (pre/post form)

